

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: COORDINATOR – MENU PLANNING AND NUTRITION EDUCATION

SCHOOL NUTRITION SERVICES DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, performs technical, administrative, and managerial work to provide leadership in menu planning, menu analysis and nutrition education for the students of the Guilford County School District. Establishes and promotes student internship and programs with area colleges and universities. Implements nutrition marketing plan designed to increase nutritional integrity, meal participation, and public awareness of the education benefits of school meals in a classroom setting. Maintains and updates special diet orders for certain students. Coordinates with SNS staff members, the collection of nutritional data needed to complete nutritional analysis of menus. Ensures the nutritional data, menu, recipes, and production records are current and correct within nutritional analysis software. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Develops menus, recipes and management reports for all grade levels and special situations.

Oversees the nutritional data collection, entering of weekly menus and recipes into nutrient analysis software data base.

Maintains the nutritional analysis data base.

Establishes and promotes student internship and employee training programs with area colleges and universities.

Works closely with SNS staff to oversee training and assessment for assigned areas.

Works with SNS staff to implement marketing plans to increase nutritional education, meal participation, and public awareness of the education benefits of school meals.

Develops promotional events designed to promote good nutrition and to encourage students to eat school meals.

Develops business and community partnerships to promote school nutrition education activities.

Promotes nutrition education with GCS leadership, principles, PTA presidents, and other appropriate media outlets.

Utilizes marketing materials for cafeteria managers to use to promote SNS and nutrition education.

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Stimulates professional growth of team members by encouraging participation in Guilford County, SNA-North Carolina, and School Nutrition Association training activities.

Conducts nutrition education classes.

Establishes and oversees parent advisory committee.

Coordinates efforts and acts as liaison with schools to establish Team Nutrition Schools and for other USDA initiatives; identifies appropriate means to involve school Team Nutrition contact persons in department plans; and encourages active partnerships between cafeteria managers and Team Nutrition contact persons.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of food services administration; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with food services professionals to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Is on-call to handle emergency situations.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in nutrition, food services management, education, or related field, and 3 to 5 years experience in food service management or a related field, with some experience in a leadership role preferred; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Must be a Licensed Registered Dietitian.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED

TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be able to exert up to 50 pounds of force occasionally, up to 10 pounds of force frequently and/or a negligible amount of force constantly to lift carry, push, pull or otherwise move objects, Physical requirements are consistent with those for Light to Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Including giving and receiving instructions, assignments or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manuals, invoices, etc. Requires the ability to prepare correspondence, reports, forms, evaluations procedures, manuals, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including adult education, nutrition, marketing and customer service terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide' and utilize decimals and percentages' and to apply the principles of algebra.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, kitchen equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expression of exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local, state and federal rules and regulations regarding the preparation and delivery of meals to students in the school community.

Thorough knowledge of the nutritional and dietary needs of school children.

Considerable knowledge of the principles and practices of food service administration.

Considerable knowledge of the principles of leadership, organization and administration, team building and customer service.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, methods and developments in the area of food service administration, marketing, nutrition, adult education, and dietetics.

Considerable knowledge of the use of computers to process, record, transmit and analyze data.

General knowledge of the principles and practices of public relations work.

Skill in counseling and developing staff.

Ability to set goals, strategies, and priorities that are clear, challenging and relevant to purpose.

Ability to plan, develop, and implement effective programs and systems.

Ability to evaluate existing programs and procedures and make recommendations for improvement.

Ability to develop menus that meet the nutritional needs of public school students.

Ability to accurately interpret state and federal regulations and school policies.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain complete and accurate records and statistics and to develop meaningful reports from that information.

Ability to develop and administer budgets.

Ability to make oral presentations before large groups of people.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable tact and courtesy in frequent contact with the public.

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Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner.

Ability to build team spirit, inspire cooperation in others, and to encourage team members to accomplish work assignments even under difficult conditions.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within the classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.